

ERF Filing Procedures

- ERF users may upload up to 5 files.
 - **The maximum file size, per file, is 20 MB (20,000kb).**
 - If the maximum is exceeded, no files will be uploaded; you will need to start uploading again.
- Click the **Browse** button to select the document you would like to upload.
- If the document type is not specified, the document will not upload.
- If the document name or description is empty, the document will not upload.
- The ERF upload system ONLY accepts PDF and Excel spreadsheet file formats.

Confidential and Redacted Document Filing

1. ALL confidential filings NEED an affidavit AND a redacted copy (per Admin.Code Chapter 2 rules).
 2. Affidavits MUST be the first document attached to confidential files uploaded into ERF.
 - Attach the affidavit to the corresponding PDF – Ideally the affidavit should be the first page seen when opened.
- OR**
- If submitting Excel spreadsheets, the affidavit should be a PDF embedded at the top on the first/front sheet of the workbook.
 3. A REDACTED copy of the confidential filing is required to be filed separately on ERF – even if it is a single page indicating the entire workbook/document is confidential.

Submitting Confidential Compact Discs (CDs)

ONLY CDs with data for staff to manipulate should be mailed to PSC. Everything else should be uploaded in ERF.

1. Fill out the confidential (blue) form and submit with the actual CD. Mark CD as “CONFIDENTIAL”.
2. Log onto ERF and fill out the Confidential Request Form. Enter the red C number (top right corner of the blue form) with a description of the information/data.
3. Create an affidavit and upload into the ERF system with the confidential form.
4. Once uploaded, a 5-digit confidential control number will appear in the top right corner of the confidential screen. Include the number in the description of the hard copy blue form.
5. Send/deliver CD and blue hard copy form to the Records Management Unit at the PSC.

NOTE:

- If CDs arrive already opened and/or all files are PDFs, discs will be returned to sender.
- All uploaded electronic confidential forms with paper control numbers will be “held” until the hard copy form/CD arrives. Both will be processed simultaneously.
 - The hard copy should arrive after electronic filing no later than 5 working days.
 - RMU staff will reject any confidential filings that exceed the 5 day limit.

If you have questions, contact Records Management Unit staff for guidance:

Public Service Commission of Wisconsin

610 N Whitney Way; PO Box 7854; Madison WI 53707-7854

<http://psc.wi.gov> or PSCrecordsmail@wisconsin.gov

Phone: 608-261-8521 or Fax: 608-266-3957